

City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Citywide Job Vacancy Notice

Civil Service Title: Associate Staff Analyst	Level: N/A
Title Code No: 12627	Annual Salary: \$59,536 / \$68,466 - \$88,649
Office Title: Program Manager	Work Location: 96-05 Horace Harding Expwy., 3 rd Fl.
Division/Work Unit: Bureau of Water & Sewer Operations/Executive	Number of Positions: 1
Hours/Shift: 35 Hours a week/Days	Agency Tracking #: N/A

Job Description

Working in the Bureau of Water and Sewer Operations Executive Division, with latitude for independent judgment, the selected candidate will serve as Program Manager. The candidate will participate in the development and codification of standard operating procedures for different operational, administrative and management functions within the Bureau as well as document control and revision cycles for these procedures; will work with Bureau divisions to ensure appropriate training for these procedures; assist the Bureau's senior management and technical staff, coordinate the development, collection and tracking of performance metrics for various functions and divisions; monitor and analyze these metrics as well as disseminate data collected for use in operations; and perform asset management and financial planning tasks.

Qualification Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and one(1) year of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management, or in a related area; *or*
2. A baccalaureate degree from an accredited college and three (3) years of satisfactory full-time professional experience in the areas described in 1 *above*.

Essential Skills

Candidate should have a background in economics, water utility management, public administration, management science or a related field. Strong oral and written communication skills are required. Extensive computer skills including MS Excel, Access, GIS, Hansen and/ or crystal reporting are a plus.

To Apply:

Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume.

The JVN# is located at the lower right CORNER of this page.

NYC Department of Environmental Protection

Recruitment Office: 59-17 Junction Boulevard -18th Floor - Flushing - NY 11373-5108

OR

Via E-mail, please submit your resume in Adobe PDF or Microsoft Word
placing the JVN# on the upper right corner of your resume as well as in the subject line to:

Recruit@dep.nyc.gov

For more information about DEP, visit us at: www.nyc.gov/dep

NYC Residency is required within 90 days of appointment

Appointments are subject to OMB approval

Post Date: 05/16/2011	Post Until: Filled	JVN: 826-11-86771-WSO
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